

**ANNEX K**

**PUBLIC WORKS & ENGINEERING**

**CITY OF HOUSTON**

# **APPROVAL AND IMPLEMENTATION**

## **Annex K**

### **Public Works & Engineering**

---

Michael S. Marcotte, P.E., DEE  
Director, Department of Public Works & Engineering

---

Date

---

Sharon A. Nalls  
Emergency Management Coordinator

---

Date

## TABLE OF CONTENTS

Approval & Implementation .....	ii
Table of Contents .....	iii
Authority .....	1
Purpose.....	1
Explanation of Terms.....	1
Situation and Assumptions .....	1
Concept of Operations .....	3
Command & Management.....	9
Readiness Levels.....	10
Annex Development & Maintenance .....	12
Administration & Support.....	12
Appendices	
1. Finance & Administration Emergency Fuel Ordering Procedures .....	14
2 City of Houston Fuel Sites.....	16
3. Standard Operating Procedures-Maintenance & Right-of-Way Division .....	17
4. Standard Operating Procedures-Public Utilities Division .....	18
5. Standard Operating Procedures-Traffic and Transportation.....	19
6. Sample debris removal access agreement, List of local landfills and Methods of estimating debris .....	20

## **ANNEX K**

### **PUBLIC WORKS AND ENGINEERING**

#### **I. AUTHORITY**

Refer to City of Houston Basic Plan, Volume I.

#### **II. PURPOSE**

- A. It is the purpose of this Annex to provide guidance and assistance to personnel of the City of Houston's Public Works and Engineering Department (PW&E) to carry out their assigned functions during times of a domestic incident.
- B. This Annex will allow preparation, prevention, response, and recovery activities related to domestic incidents, regardless of cause, size, or complexity.
- C. Exact direction for the completion of tasks for the various operational divisions will be contained in the individual Standard Operating Procedures (SOP) for each respective Division within the Department.

#### **III. EXPLANATION OF TERMS**

DMP	Debris Management Plan
HEC	Houston Emergency Center
DOC	Department Operations Center
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
F&A	City's Finance and Administration Department
HFD	Houston Fire Department
HPD	Houston Police Department
IC	Incident Command or Incident Commander
ICS	Incident Command System
NIMS	National Incident Management System
NWS	National Weather Service
OEM	City's Office of Emergency Management
P&R	Parks & Recreation Department
PIO	Public Information Officer
PW&E	Public Works & Engineering Department
SOP	Standard Operating Procedures
SWM	Solid Waste Management Department

#### **IV. SITUATION AND ASSUMPTIONS**

- A. Situation
  - 1. The Department is responsible for the maintenance and operation of the City's public infrastructure which includes, but is not limited to roads, streets, bridges, traffic control & signals, storm water drainage systems, fresh water production and distribution, collection and treatment of

wastewater, maintenance of fixed facilities, and maintenance of vehicle and equipment inventories.

2. The Department possesses specialty equipment and highly trained personnel to accomplish the above activities and responsibilities on behalf of the citizens of Houston.
3. It is the Department's responsibility to protect the infrastructure for which it is responsible and return those infrastructure components to normal operating conditions as rapidly as possible following any domestic incident.
4. The Department possesses equipment and personnel for support response to domestic incidents. When a domestic incident requires resources that exceed those of the Department, the SWM and P & R Departments will provide augmentation resources.
5. City-wide activities by the Department in response to any domestic incident will be conducted from the Departmental Operations Center (DOC) located at [REDACTED] and staffed according to the National Incident Management System (NIMS) Command and Management strategy.
6. Departmental resources will be augmented by personnel and equipment from the Solid Waste Management (SWM) and Parks & Recreation (P&R) Departments on an as-needed basis depending upon the scope and extent of the domestic incident. A representative (s) of these two Departments may also be located at the [REDACTED] Street facility under the auspices of the Incident Command System (ICS) structure.
7. Damage Assessment – PW&E. A representative from the Department's Planning and Development Services Division may be assigned to the [REDACTED] facility to assist with damage assessment reporting under the auspices of ICS structure.

B. Assumptions

1. Existing Departmental personnel will be able to handle most domestic incidents with departmental resources.
2. When additional resources are needed, the Director may invoke such mutual aid agreements as are in place or which may be executed with the approval of the Mayor and Council.
3. A trained, equipped, and coordinated force of personnel and equipment will provide a capable response force (augmented as necessary) to conduct operations to restore the City's infrastructure, to minimize disruptions of service to the citizens, and to protect life and property, as well as actions necessary to safeguard the public health with regards to water production and wastewater treatment activities.

5. Specially trained departmental personnel will be available to respond to domestic incidents.

## **V. CONCEPT OF OPERATIONS**

### **A. General**

The responsibility of the Department to respond to domestic incidents is essentially the same as during times of normal operations with the exception of the concentration of an expanded work force with support equipment necessary for a response to the affected area(s).

### **B. Protecting Resources and Preserving Capabilities**

1. For slowly developing domestic incidents, it may be possible to employ PW&E resources to protect facilities, equipment and essential utilities for which it is responsible and thus prevent or reduce damage. PW&E elements are expected to identify buildings and other infrastructure that would benefit from protection and, in coordination with the departments or agencies that occupy those facilities, carry out such protective actions.
2. If time permits, PW&E elements should take action in advance of a domestic incident to protect vital equipment and supplies, either in place or by temporarily evacuating them to safer locations.

### **C. Damage Assessment**

Refer to Annex J - Recovery

### **D. Debris Clearance and Removal**

Refer to Annex W – Debris Management Plan.

### **E. Silence of Annex Guidelines**

This Annex is designed to be an umbrella document in the direction of activities of the Department during domestic incidents. Silence of any particular type of domestic incident guideline or mandate will be the responsibility of the Director and/or his designee to execute according to City standards and in the best judgment of the Director or his designee.

### **F. Temporary Repairs and Restoration**

1. PW&E staff is expected to make timely temporary repairs to government-owned buildings and other infrastructure that is essential for emergency response and recovery and take action to protect all government buildings and their contents from further damage until they can be repaired. To protect some equipment and records, it may be necessary to relocate them from damaged structures. Personnel should coordinate with building occupants to determine which areas and equipment have the highest priority for protection.

2. It is generally infeasible to restore buildings that have suffered major damage during the emergency response. Major repairs will normally have to be postponed until recovery operations commence; such repairs will typically be contracted.

G. Phases of Emergency Management

This Annex follows the Federal Emergency Management Agency (FEMA) all-hazards approach to emergency management and outlines the four phases of approach to successfully dealing with any emergency situation. (See Basic Plan)

1. Mitigation

Mitigation activities are defined as those designed to eliminate or reduce the effects of a potential emergency situation or disaster. These include short and long term activities that could reduce the adverse effects of known hazards as well as those of an unforeseeable nature.

- a. Train departmental personnel in operations of their assigned tasks in both normal and emergency situations.
- b. Identify supplies, equipment, and manpower requirements necessary to respond to unexpected emergencies as well as forecast situations. Said identification and planning is to assume all departmental personnel and resources could be required to offer assistance depending upon the severity of the emergency. All Divisions will create and routinely update lists of alternate vendors for critical supplies and/or services.
- c. Management in all Divisions will create an active database of personnel and equipment available to respond to any given emergency situation as requested. Personnel lists will include the employee 's assigned duty station, home address, home phone number, alternate phone number, (if available), and other pertinent information needed to guarantee access to any employee. Equipment will be categorized by type, shop number, location, hauling capacity (if applicable), and general intended use.
- d. Establish formal or informal mutual aid agreements with other City Departments and/or governmental agencies where appropriate.
- e. Safety personnel in all Divisions will undertake a program to identify vulnerabilities and hazards within departmental operations and establish methods for corrections to lessen any departmental hazards and/or liabilities.
- f. Conduct departmental exercises as needed, either independently or in concert with the Office of Emergency Management (OEM).
- g. Each Division within the Department will create, maintain, and update, on a yearly basis, a set of SOP governing the specifics of

their responsibilities of operations and mission assignments in times of normal operations, and especially during times of emergencies.

- h. Major facilities will acquire and maintain emergency power generators to insure continued operations in the event of loss of commercial power sources. Employee amenities, fueling capabilities, and communications are of primary concern for the need of auxiliary power. Large facilities where auxiliary generators are not economically feasible will have dual incoming electrical services. All generators used in operational capacities will be tested under load on a monthly basis at minimum.
- i. Make advance preparations to harden and protect facilities, where practical, against wind-borne debris through the use of hurricane shutters and/or other material to cover doors and windows to ensure the integrity of all Departmental facilities housing personnel with operational responsibilities.
- j. Thermally insulate and/or otherwise protect exposed water lines from the effects of temperatures at or below 32° Fahrenheit wherever possible and feasible.
- k. Maintain copies and a thorough knowledge of the Finance & Administration Department's Emergency Fueling Procedures. (See Appendix 1 of this Annex.)
- l. Maintain, update and annually exercise the City of Houston Debris Management Plan (DMP), refer to Annex W, according to the provisions of the Plan. The City's DMP sets forth the duties and responsibilities of SWM, PW&E and P&R to respond to a catastrophic debris-generating event such as a hurricane, tornado or flood. This plan will be activated by the joint recommendation of the Directors of SWM and PW&E when debris estimates exceed the City's ability to deal with such debris in a timely and effective manner.
- m. Maintain an aggressive program of cleaning all storm water drainage systems to reduce threat of potential flooding during periods of heavy rainfall.
- n. Make advance provisions for sheltering and feeding of on-duty personnel.
- o. Develop and maintain manual-operating capabilities in all phases of departmental operations to ensure all functions will continue in the event of computer hardware and/or software failure.

## 2. Preparedness



Preparedness activities are those designed to lessen the effects of a known emergency situation and can be utilized, with the proper mitigation efforts, to lessen the effects of emergency situations which occur with little or no warning.

- a. Review and make a final update of departmental plans, Divisional SOP, employee and equipment rosters, facility protection devices, and emergency power sources.
- b. Pre-position and secure all emergency equipment, personnel, and supplies. Staging locations at other than City-owned sites will be done at the direction of the Divisional Deputy Director with the approval of the Director.
- c. Ensure the successful operation, under load, of all fixed and portable emergency power generation units.
- d. Ensure City contract availability for supplies, parts, services, and equipment are in place and current. Verify contacts with Strategic Purchasing for emergency acquisition of necessities.
- e. Test all communications capabilities both within the Department as well as with other supporting Departments.
- f. As the situation warrants, begin the activation (minimal level) of the Department's Emergency Center at [REDACTED].
- g. Initiate contact and review communication procedures with the City's Emergency Operations Center (EOC) as well as other Departmental field centers.
- h. Where practical, harden all facilities against wind-borne debris and high water potentials as necessary.
- i. Maintain complete record of all expenditures of personnel time, equipment usage, materials, etc., for possible FEMA reimbursement under a Presidential Disaster Declaration.
- j. In pre-hurricane or tropical storm conditions, when so notified by the National Weather Service (NWS) through the Department's Emergency Management Coordinator, all outdoor activities will cease when wind speeds reach 55 miles per hour (48 knots per hour). This wind speed is a threshold measure for the safety of personnel. As conditions may vary according to the incident at hand, any requests for assistance from the Department when wind speeds near the 55 miles per hour safety mark will be authorized by the Director or his designee.
- k. Execute required provisions of the City's DMP as it pertains to consultants and representatives of pre-positioned contractors should the situation warrant.

1. Execute directions as issued by the Director or Deputy Director when conditions warrant.
- m. Finalize provisions for the sheltering and feeding of on-duty personnel.
- n. Implement and notify all personnel as to any modifications made to the City's Leave Policy as might be issued by the Administration or the Department to effectively deal with an emergency situation.

### 3. Response

Response activities are those which provide for the actual delivery of emergency services during and immediately following an emergency situation. These activities are designed to assist in providing health and safety care to the citizens, reducing potential casualties, protecting property, and to assist in both short and long term recovery.

- a. No outside activities will be permitted until such time as sustained wind speeds have dropped below 55 miles per hour as advised by the NWS through the Department's EMC unless authorized by the Director or his designee.
- b. All requests for departmental assistance will be made to the Emergency Center at [REDACTED]. These requests will be catalogued and dispatched to the appropriate work force for a response.
- c. The City's EOC and the Department's [REDACTED] Emergency Center will maintain constant contact via the Department's EMC.
- d. Repair and restore essential water and wastewater services to the public as rapidly as possible.
- e. Restore mobility to major thoroughfares and critical facilities as needed as rapidly as possible.
- f. Provide and/or acquire additional emergency power sources to facilities as needed with particular attention to fuel distribution points.
- g. Catalogue and prioritize service orders for execution.
- h. Provide augmentation or support functions for other City Departments as requested.
- i. Divisional Deputy Directors are responsible for making damage assessments to their physical plants (inclusive) with said estimates forwarded to damage assessment officials at the City's EOC.

### 4. Recovery

Recovery from an emergency and/or a disaster is both a short and long-term process. In the short term, activities are geared to the immediate

restoration of the infrastructure and life and health safety issues such as water production and wastewater treatment. Also of immediate concern is the restoration of mobility on major thoroughfares and arteries leading to and from critical facilities such as hospitals and medical facilities, police and fire stations, and other locations utilized by the public. Long-term activities focus on returning the City to its pre-existing level of operations prior to the emergency and/or disaster. Recovery efforts can also involve mitigation activities simultaneously undertaken to recover from the existing emergency while lessening the effects of a future emergency.

- a. Complete mobility restoration and debris clearance and disposal under provisions of the City's DMP.
- b. Complete repairs and restoration of services to all water production and wastewater treatment facilities.
- c. Complete repairs to all infrastructure systems including storm water drainage systems, bridges, fixed facilities and ancillary equipment.
- d. Provide portable sanitary facilities as needed in conjunction with SWM.
- e. Cooperate with requesting agencies to assist in clean-up and/or decontamination work resulting from toxic or non-toxic materials spills. All activities under this section will be monitored and action approved by Departmental and/or Divisional Safety Representatives in association with City environmental contractors. City employees and their equipment will not be utilized for hazardous waste containment, collection, or remediation without the express written approval of the Director or the Divisional Deputy Director. The Hazardous Materials Response Team(s) of the Houston Fire Department (HFD) will be the IC of any such situations until authority has been passed to licensed environmental contractors hired by the City or the responsible party.
- f. Coordinate all private and volunteer efforts assigned to the Department as directed by the Director.
- g. Provide appropriate services to temporary emergency shelters and/or facilities as requested and approved by the Director.
- h. Continue and finalize damage assessment reports through Divisional Deputy Directors to Damage Assessment personnel.
- i. Continue daily collection of all personnel time, equipment usage, and all expenditures for potential reimbursement should a Presidential Disaster Declaration be made.

5. Prevention

- a. Applying intelligence and other information to a range of activities including countermeasures as deterrence operations.
- b. Security operations.
- c. Investigations to determine the full nature and source of the threat.
- d. Public health and agricultural surveillance and testing.
- e. Law enforcement operations aimed at deterring, preempting, interdicting or disrupting illegal activity and apprehending perpetrators.

## VI. COMMAND AND MANAGEMENT

The City of Houston is responsible for providing the services to its citizens on which they depend for public health and safety, mobility, and other services that affect quality of life. The Department has the responsibility to lead or assist in the restoration of basic services to accomplish the above in the event of a domestic incident. The National Incident Management System (NIMS) will be used to manage and efficiently mitigate any such incident by integrating a combination of facilities, equipment, personnel, procedures, and communications into a common organizational structure. NIMS is used to organize both near-term and long-term field level operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. Components of the implementation are located within the Basic Emergency Management Plan (ICS Structure, Assignment of Responsibilities, and Documentation); Annex I - Public Information (Joint information Systems); Annex M – Resource Management (Resource Tracking and Typing); and Annex N – Direction and Control (EOC / JOC Operation, Multi-Agency Coordination Centers, and Critical reporting interfaces). Departmental policies and procedures are developed based on these principles.

NIMS has three possible command structures. Beneath the command structures exist five functional areas; PW&E has representation in four of these areas:

- A. **Incident Command (IC)** can be conducted in three ways. **Single Command IC** – no overlap of jurisdictional or functional overlap, **Unified Command** – multijurisdictional or multiagency functions, or **Area Command**.

- 1. In a **Single Command IC** structure within the Department, the Director of PW&E or his/her designee will be the IC. The command staff will include but not be limited to: **Public Information Officer** (Department of PW&E- PIO) who is responsible for single or joint communications to the

public and media, **Safety Officer** (Senior Safety person on site) who monitors the incident and acts as advisor to the IC on all matters relating to operational safety, and **Liaison Officer** (Department of PW&E Chief of Staff or Department of PW&E EMC) who serves as the point of contact with representatives of other governmental agencies, non-governmental organizations, and/or private entities.

2. In a **Unified Command IC** structure, the department is acting in a multi-agency manner. The Director of PW&E or his/her designee will serve as the representative within the **Unified Command**. The command staff will include, but not be limited to: **Public Information Officer** (PW&E - PIO) who is responsible for single or joint communications to the public and media, **Safety Officer** (senior safety person on site) who monitors the incident and acts as advisor to the IC on all matters relating to operational safety, and **Liaison Officer** (PW&E) supported by the Department Chief of Staff who serves as the point of contact with representatives of other governmental agencies, non-governmental organizations, and/or private entities.
3. In an **Area Command** structure the department is working in close cooperation with other City departments managing multiple incident sites around the City. The PW&E Director and the PW&E EMC will report to the City's EOC located at the Houston Emergency Center (HEC) to support the City's designated IC. The PW&E Director will designate a senior staff member to oversee the operations of the DOC. The command staff at the DOC will include, but not limited to: **Public Information Officer** (PW&E PIO) who is responsible for single or joint communications to the public and media, **Safety Officer** (senior safety person on site) who monitors the incident and acts as advisor to the DOC commander on all matters relating to operations safety, and **Liaison Officer** (Department Chief of Staff) who serves as the point of contact with representatives of other governmental agencies, non-governmental organizations, and/or private entities.

B. **Operations Section** is a joint responsibility of the Deputy Directors of Right-of-Way Fleet Maintenance, Traffic & Transportation, and the Public Utilities Divisions. They are responsible for all activities focused on the reduction of the immediate hazard, saving lives and property, establishing situational control, and restoration of normal operations.

C. **Planning Section** is assigned by the IC to collect, evaluate, and disseminate incident situation information. This function can be placed in other sections according to the needs of the IC. Consideration should be given to manager or above classification with control of these types of resources.

- D. **Logistics Section** is responsible for all support requirement needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations. It also provides facilities, transportation, supplies, equipment maintenance and fuel, food services, communications and information technology support, and emergency responder medical services as required. Consideration should be given to manager or above classification with control of these type resources.
- E. **Finance & Administration** is the responsibility of the Deputy Director of Resource Management Division. Primary responsibility is established when the agency(s) involved in incident management activities require(s) finance and other administrative support.
- F. Line of Succession – Refer to the City’s Basic Plan, Volume I, section 3.4.2. Other lines of succession are covered in PW&E SOPs.

## VII. READINESS LEVELS

- A. Refer to Basic Plan, Section 3.2.2 for Readiness Levels **Green** and **Blue** (Level IV). Part B-D below are specific to this annex and in addition to actions/activities for the identified readiness levels defined in the Basic Plan.
- B. **Yellow** (Level III) – Increased Readiness (This is the department’s standard operating condition.)
  - 1. Assure all emergency SOPs and key personnel contact information is up-to-date and current.
  - 2. Review needs for the hardening and protection of physical facilities.
  - 3. Regularly test auxiliary power supplies.
  - 4. Maintain regular testing of all communications systems.
- C. **Orange** (Level II) – High Readiness
  - 1. The Director will brief the Deputy Directors and Command Staff on the threat and potential of the domestic incident and its impact to the Department and Divisions.
  - 2. The Deputy Directors will begin making preparations with their divisional staffs.
  - 3. Managers and supervisors will begin making final preparations with their employees including shift assignments.
  - 4. Off-duty personnel will be contacted as to reporting instructions. All voluntary leaves (vacation, etc.) will be evaluated.
  - 5. Correct any difficulties in equipment status or material supplies.
  - 6. All fuel tanks should now be topped off according to Emergency Fuel Ordering Procedures.

7. Deputy Directors will have their respective Divisional Operational Centers prepared for activation.
8. The PW&E EMC will have the DOC prepared for activation.

D. **Red** (Level I) – Maximum Readiness

1. All Department personnel have been briefed on the domestic incident that is now imminent or may have already occurred.
2. The [REDACTED] DOC is fully operational and staffed.
3. All Divisional Operations Centers are fully operational and staffed.
4. Designated departmental personnel are in the HEC and/or DOC.
5. All personnel and equipment are located and/or staged at their assigned locations.
6. The Department is now in a stand-by mode for the domestic incident period.

## **VIII. ANNEX DEVELOPMENT & MAINTENANCE**

The Director will be responsible for the annual review and updating this Annex per the City's Basic Plan, Volume I, section 1.4.4, as well as insuring updates of Divisional SOPs.

## **IX. ADMINISTRATION AND SUPPORT**

Administration and support functions are set forth in section 3.7 of the Basic Plan.

A. Resource Support

1. Departmental SOP as well as this Annex establishes priorities to ensure effective and efficient utilization of the Department's resources of personnel and equipment.
2. The Director will approve contractual arrangements and coordinate procedures with private companies and mutual aid agreements (approved by the Mayor and Council) with public entities to assist the Department in responding to the effects of an emergency or disaster situation.

B. Resource Readiness

1. All requests for supplies, support equipment, materials, or specialized services will fall under emergency purchasing provisions of Strategic Purchasing and will be procured on expedited basis and furnished without delay at the direction of the requesting Division.
2. The need for contracts for specialized services, equipment repair, the sheltering and feeding of on-duty employees, and other recovery related issues will need expedient processing by the Finance and Administration Department's (F&A) Strategic Purchasing Division. The Director or his authorized representative will make these requests.

C. Communications

PW&E uses the conventional means of telephone, radio, pager, fax, computers, etc to communicate with City departments and outside agencies.

D. Key Facilities (priority of protection, repair and restoration)

PW&E maintains a listing of key local facilities that have general priority for damage assessment, debris clearance, and repair after a disaster.

E. Reporting (Policies regarding reporting and recordkeeping)

1. Required reports will be submitted to the appropriate authorities in accordance with requests and as are authorized in the Basic Plan, Volume I and this Annex.
2. The Director, through the respective Deputy Directors of the Department will ensure the maintenance and safeguarding of all records essential to the Department's successful operations.



## **APPENDICES**

Appendix 1.....	Finance & Administration Emergency Fuel Ordering Procedures
Appendix 2.....	Fuel Sites
Appendix 3.....	Standard Operating Procedures Right-of-Way & Fleet Maintenance Division
Appendix 4.....	Standard Operating Procedures Public Utilities Division
Appendix 5.....	Standard Operating Procedures Traffic & Transportation Division
Appendix 6.....	Sample debris removal access agreement, List of local landfills and Methods of estimating debris

**Appendix 1 to Annex K**  
**Finance & Administration**

**Citywide Hurricane and Emergency Fuel Ordering Procedure**

**I. Objective**

To ensure an adequate on-hand fuel inventory at designated City emergency preparedness fuel sites in order to minimize the prospect of potential fuel shortages, and the subsequent interruption of City services during hurricane or other potentially disruptive events.

**II. Scope**

This procedure applies to designated emergency preparedness fueling sites as indicated in Attachment A for unleaded fuel and Attachment B for diesel fuel. The hurricane preparedness period is from June 1 to November 30 of each year and during other times of emergency as designated by the Chief Administrative Officer. Non-designated fuel sites shall remain on the conventional 14-day reorder schedule.

This procedure is effective as of June 1, 2000.

**III. Responsibilities**

A. The Chief Administrative Officer or his/her authorized designee shall initiate emergency preparedness action through notification of affected department directors or their authorized designees, and/or the Office of Emergency Management.

A. Department fuel ordering personnel shall provide the following information to the F&A Fleet Management fuel order processing personnel:

- on-hand inventory by tank number and fuel type
- street address for delivery
- fuel order quantity
- contact name and phone or pager number

NOTE: For weekend, holiday or after hour deliveries a 24-hour, 7 day a week phone or pager number must be provided for sites not normally open or staffed during these periods.

B. F&A Fleet Management personnel shall verify emergency fuel ordering eligibility and place fuel orders with contract vendors.

C. Contract vendors shall deliver fuel within 24 hours of notification.

**IV. Procedure**

A. Effective June 1, designated department fuel coordinators will have fuel personnel inventory each fuel tank on a weekly basis at designated fueling sites at the close of business on each Wednesday or before opening for business on Thursday. The fuel coordinator will compile and transmit the department fuel inventory by tank number, on-order data, and fuel receipts since issuance of the previous report, to

the F&A Fleet Management office by 9:00 a.m. the next day (Friday), or upon notification of an emergency situation by the Office of Emergency Management.

- B. During normal business weekdays, between the hours of 8:00 a.m. and 11:00 a.m., department fuel site personnel shall order a sufficient amount of additional fuel so that when combined with the existing in-ground inventory, the designated sites are filled to within the following ranges:

Diesel fuel: Minimum [REDACTED] to a maximum [REDACTED] of capacity.

Gasoline fuel: Minimum [REDACTED] to a maximum [REDACTED] of capacity.

(See attachments A and B for actual site fuel level volumes).

During regular business hours, orders shall be placed by calling [REDACTED].

Emergency after-hours, weekend and holiday orders should be placed by calling the F&A Fleet Management pager number, [REDACTED]. Callers should enter their 10-digit, 24-hour phone number followed by the “#” sign.

- C. F&A Fleet Management personnel will verify site eligibility, confirm and record fuel orders, assign fuel order release numbers, and place the orders with contract vendors.
- D. Vendors will provide fuel delivery within 24 hours of order receipt.
- E. At the end of the emergency preparedness period, regular fuel ordering procedures and reordering limits will resume for the designated fueling sites.
- F. Prior to the beginning of each hurricane preparedness period, F&A Fleet Management and designated departmental personnel will review and revise the designated fueling site and personnel listings as required.

**Appendix 2 of Annex K**  
**City of Houston Fuel Sites**

A copy of the City's fuel sites is on file with the Finance & Administration Department's Fleet Management section, PW& E and the OEM.

**Appendix 3 to Annex K**  
**Standard Operating Procedures**  
**Right-of-Way & Fleet Maintenance Division**

The current SOP for the Right-of-Way & Fleet Maintenance Division is located in the office of the Division's Deputy Director as well as with the PW&E EMC.

**Appendix 4 to Annex K**  
**Standard Operating Procedures**  
**Public Utilities Division**

The current SOP for the Public Utilities Division is located in the office of the Division's Deputy Director as well as with the PW&E EMC.

**Appendix 5 to Annex K**  
**Standard Operating Procedures**  
**Traffic & Transportation Division**

The current SOP for the Traffic & Transportation Division is located in the office of the Division's Deputy Director as well as with the PW&E EMC.

## **Appendix 6 to Annex K**

### **Debris Management**

Debris Management for the City of Houston can be found in Annex W (Debris Management) to the city's basic plan, to include the information listed below:

- Debris Management Concept of Operations.
- Local Organization for Debris Management.
- Sample of a Debris Removal Access Agreement.
- List of Local Landfills and Temporary Debris Storage and Reduction Sites.
- Methods of Estimating Debris.